INFORMATION BULLETIN
WORKFORCE INVESTMENT ACT

Number: WIAB02-83

Date: May 1, 2003
Expiration Date: 6/30/04
69:168:is:7068

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: MIS USER GROUP MEETING ON MAY 27–28, 2003

This information bulletin transmits the agenda for the Management Information System (MIS) User Group meeting to be held on Tuesday, May 27, and Wednesday, May 28, at the following locations:

Tuesday May 27, 2003

Employment Development Department
722 Capitol Mall
Sacramento, California 95814

Wednesday May 28, 2003

Employment Development Department University
1808 14th Street
Sacramento, California 95815

A draft agenda, training overview, and registration form are attached *(Attachments 1 and 2).*

Due to cutbacks in the State Budget this meeting will be a no host meeting. Hotel reservations must be made directly with the Hyatt Regency Sacramento at (916) 443-1234. The room rate is $84 plus 12 percent room tax and STBID fee of $1.50 per night per room. A block of rooms is being held under "*Employment Development Department – MIS Meeting*" for May 27. **Reservations must be made by May 20, 2003, to guarantee the room rate.** You must be prepared to give your credit card number to guarantee the special rate. Check-in time is 3:00 p.m. and checkout time is 12:00 noon. Current parking rates for registered hotel guests are $12 for self-parking and $18 for valet parking per day. In and out privileges are available to guests who bill parking charges to their hotel bill. Self-parking is also available in the parking lot on the corner of 7th and L Streets. The parking rate is $8 flat rate with no in and out privileges.

Airport: The Sacramento International Airport serves Sacramento County, and is the closest and the easiest for attendees flying in/out for the meeting.

Commercial shuttles: On-call van service to/from the airport is provided exclusively by SuperShuttle. Pickup is at the ground transportation area for Terminal A and at the curb in front of Terminal B. For reservations and fare information contact SuperShuttle directly at (800) 258-3826.

Taxi: Taxis pick up at the Terminal A ground transportation area (adjacent to the baggage claim area), across from the airport hotel (for Terminal B) and in front of the commuter terminal. Dial extension 24360 from a white courtesy phone for more information. Service is regulated and costs $2.80 for the first mile, and $2.20 for each additional mile (one-way between the airport and downtown is $25 - $27). There is a round-trip charge of $40 between Sacramento International Airport and downtown Sacramento. Call (916) 457-4862 for reservations/information, and (916) 874-0888 to report customer service problems.

For further directions, please visit the hotel Web site at www.hyatt.com. Driving directions from your location can be obtained from www.mapquest.com.

If you plan to attend this meeting, please complete the attached registration form (*Attachment 2*), and fax it to the Job Training Automation (JTA) Help Desk at (916) 654-9586, no later than 3:00 p.m. Friday, May 16th, 2003. Only Local Workforce Investment Areas or those directly contracted with the State may submit registration forms. Due to space limitations, only one representative from each area will be granted a reservation for the meeting. Additional representatives from each area will be placed on a waiting list and will be accommodated, as space is available.

The JTA Help Desk will run an information kiosk on May 28th. If you have any specific Workforce Investment Act (WIA) or Welfare-to-Work (WtW) questions or problems and need assistance, there will be someone available to help. You can also drop off a hard copy of questions, and the JTA staff will research it and get back to you at your convenience.

Attendees to the SQL/ACE workshop are encouraged to send the JTA Help Desk any SQL statements they would like to share. Please fax a copy to the Help Desk at (916) 654-9586 by May 10, 2003, for inclusion. The Help Desk will collate and publish them for distribution in the training session.

We look forward to seeing you in Sacramento. If you have any questions regarding this meeting, please contact Jerry Bell at the JTA Help Desk at (916) 653-0202.

/S/ BOB HERMSMEIER
　　Chief
　　Workforce Investment Division

Attachments

MANAGEMENT INFORMATION SYSTEMS (MIS)
USER GROUP MEETING
Sacramento, California
May 27-28, 2003

Draft Agenda

Tuesday, May 27, 2003
EDD
722 Capitol Mall
Sacramento, CA 95814

Time	Topic	Presenter
12:30 p.m.—1:15 p.m.	Registration	Local Automation Support Unit (LAU)
1:15 p.m.—1:25 p.m.	Opening	
1:25 p.m.—1:30 p.m.	New Staff Introductions	
1:30 p.m.—1:50 p.m.	JTA Update	Kristen Cooper, Information Systems Division
1:50 p.m.—2:10 p.m.	WIA Co-Enrollment	Performance Management Unit (PMU)
2:10 p.m.—2:30 p.m.	WIA Performance Update • Common Performance Measures • New Performance Levels	PMU
2:30 p.m.—2:45 p.m.	Break	
2:45 p.m.—3:00 p.m.	WIA Exit Codes • What do they mean • How they affect performance	PMU
3:00 p.m.—3:45 p.m.	WIA Client Forms Changes	LAU/PMU
3:45 p.m.—4:30 p.m.	JTA System Replacement Update	

Wednesday, May 28, 2003
EDD University
1808-14th Street
Sacramento, CA 95815

The following one and one-half hour workshops will be run concurrently and will repeat as need be. The number of enrollments for each workshop will determine the workshop times. The workshops will begin at 8:30 a.m. and will be completed by 4:30 p.m.

WIA Performance Workshop

This session will cover frequently asked questions related to performance. Subjects that will be covered include supplemental data, customer satisfaction, reporting, and in school vs. out-of-school youth. Time will be available for a question and answer period on WIA performance.

WIA Client Forms Workshop

This session will cover recent changes, frequently asked questions and proper completion of the newly revised forms.

New MIS Administrator Training

This session will be an overview of the JTA System screens and programs available to the new MIS Administrator. There will also be open forum to discuss issues and address questions pertaining to the JTA system.

ETPL Workshop

This session will cover frequently asked questions related to ETPL. Subjects that will be covered include initial eligibility and subsequent eligibility. Time will be available for a question and answer period on ETPL.

Structured Query Language (SQL) Workshop

This session Is designed for MIS Administrators who already have experienced producing basic SQL statements, but would like help with multiple table queries and detailed criteria statements. This session will also help decipher what is really wrong with your SQL when you receive error messages. Attendees are encouraged to send the JTA Help Desk SQL/ACE products they would like to share. We will collate and publish them for the session.

REGISTRATION FORM
Management Information System User Group Meeting
May 27- 28, 2003

Please fax this form to the Workforce Investment Division at (916) 654-9586 Attention: Automation Customer Support.

Deadline for registration is Friday, May 16, 2003.

Hotel reservations must be made directly with the hotel.

NOTE: Due to space limitations we can only grant *one representative* from each subgrantee to attend the MIS Meeting. Please indicate the priority of attendance for each representative from your area. Room for extra representatives will be accommodated, as space is available.

Attendee Information

Attendee Name:

Attendee Title:

LWIA/ Subgrantee:

Phone: FAX:

Check one of the choices listed below if you plan on attending the first day sessions:

☐ I will be attending as the one granted space.

☐ Please add me onto the space available listing.

Check the second day session(s) that you wish to attend):

☐	WIA Performance Workshop
☐	WIA Client Forms Workshop
☐	New MIS Administrator Training
☐	ETPL Workshop
☐	SQL Workshop

Form in MS Word